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Secretariat

1 April 2014

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **New procedure for checking the status of United States visa applications**

1. The purpose of the present circular is to inform staff members of a diplomatic note received from the United States Mission to the United Nations regarding the new procedure which allows applicants to check the status of their visa application (see annex).

2. Staff members who wish to check the status of their visa applications can go to https://ceac.state.gov.

3. Staff members should be aware that the "case creation date" refers to the date on which the United States Mission opened the record for processing. It does not correspond with the date on which an application was submitted to the Visa Office of the Travel and Transportation Section of the Secretariat.

4. After issuance of a G-4 visa by the United States Mission to the United Nations, applicants' passports are returned to the Travel and Transportation Section for United Nations internal processing and distribution. This process may take another 24 to 48 hours, after which staff members are notified by e-mail when their documents are ready for pick-up from their respective travel offices (United Nations, United Nations Development Programme, United Nations Children's Fund).

5. All correspondence and communication with regard to the application of G-4 visas continues to be routed through the Travel and Transportation Section to the United States Mission.

* The present circular will be in effect until further notice.

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Annex

Diplomatic note dated 12 February 2014 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the United Nations and has the honour to announce a new procedure which will allow applicants to check the status of their visa application.

Effective immediately, applicants can check the status of their cases online with the Department of State's Consular Electronic Application Center (CEAC) visa status check at https://ceac.state.gov. To check the status of your case, click on "Check my visa application status" and select "New York, NY – USA" for location and enter your CEAC application identification/confirmation number (example: AA00?0AKAX). Through the CEAC system you will be informed if your case has been approved, requires more information, or is still being processed.